

Program Description/Textbook or Print Instructional Material

Vendor: Pearson Education, Inc., publishing as Pearson Prentice Hall **Web Address:** www.phschool.com

Title: **Learning Microsoft Word 2002**

Author: Suzanne Weixel **Copyright:** 2002

ISBN: 0-13-036446-0 **Course/Content Area:** Word Processing

Intended Grade or Level: 9-12 **Readability Level:** Not Available

List Price: \$ 41.96 **Lowest Wholesale Price:** \$ 31.47

Level of Accommodations (Level One, Two, or Three) Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance Pearson Prentice Hall
is unable to provide files in Levels One or Two due to the variety of page layout systems used to create the text.
These systems are not compatible with specialized formats such as XML or HTML.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

The content in the Student Edition is designed so that each lesson begins with a brief description of how the features to be learned would be used in the workplace. The Office tools are put into context by setting a scenario. Detailed notes explain the concept behind the skills. Hands-on mouse and keyboard procedures teach all necessary skills. Critical-thinking activities are provided as students progress through the exercises.

Student Experiences

Students who use the Learning Microsoft Word 2002 materials learn how to apply the skills to the business world and see how each step relates to a real world scenario.

Assessment

Correlated tests are provided on the CD-ROM with preparation for MOS certification exercises and tests. An Annotated Teacher's Edition with Solution Files provides assessment assistance to the teacher.

Organization

The materials are developed with 460 pages and 15 lessons, containing 105 exercises that give students real world applications once the basic skills are learned in a step-by-step procedure.

Resource Materials

- **Gratis Items To Be Provided And Under What Conditions**

Free upon request, 1 per teacher user with a minimum purchase of 20 Learning Microsoft Word 2002 Student Editions:

- ☞ Annotated Teacher's Edition with Solution Files
- ☞ Correlated Tests on CD-ROM with MOUS Prep Network Version
- ☞ Tests in a Three-ring Binder
- ☞ Printouts of Solutions in Three-ring Binder

- **Available Ancillary Materials**

RESEARCH DATA/EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

The text materials have been thoroughly reviewed and tested by experts in the field.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Learning Microsoft Word 2002 \$31.47			
Publisher: Pearson DDC Publishing			
Item Evaluated: ISBN 0130364460			
Copyright Date: 2004		Evaluator: Jerry Walker	
Content Level:		Date of Evaluation 8/1/03	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title:		Publisher
Technology Management Summary Data:	20 possible points	____15____ points earned
Technology Management Comments:		
Technology Presentation/Interface Summary Data:	40 possible points	____30____ points earned
Technology Presentation/Interface Comments:		
Content Summary Data:	44 possible points	____41 points earned
Content Comments: Very good text. Great resources.		
Instruction & Management Summary Data	52 possible points	____47____ points earned
Instruction & Management Comments: Should incorporate a database that administers grades and tests.		
Organization & Structure Summary Data	36 possible points	____36____ points earned
Organization & Structure Comments:		
Resource Material Summary Data	40 possible points	____23____ points earned
Resource Material Comments:		



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	__x__ Interdisciplinary	__x__ Problem Solving	__x__ Tutorial
_____ Exploratory	__x__ Creativity	__x__ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	1
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	2
Comments:	Total 15

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	1
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	1
Comments:	Total 30

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	4
Global Perspective	3
Mathematical Skills	2
Communication	4
Diversity	4
Ethical Practices	4
Academic Integration	4
Real World Application	4
Content Area Concepts Addressed	4
Comments:	Total 41

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	2
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	3
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	4
Comments:	Total 47

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	4
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	Total 36

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	1
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	2
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments:	Total 23

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable